

CIA INTERNAL USE ONLY

This Notice Expires 2 January 1955

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NOTICE

PERSONNEL
9 December 1954

HOURS OF WORK

DECEMBER 24 AND DECEMBER 31, 1954

*Only a half day on 31st
- the afternoon*

1. The President has issued an Executive order declaring a holiday on 24 December 1954 and a half-holiday on 31 December 1954 for all Federal employees. Absences on these days shall be without charge to accrued leave.
2. The number of employees required to perform work on December 24 and in the afternoon of December 31, 1954, will be kept to the minimum necessary to meet Agency requirements, ~~based on the usual Sunday work force.~~
3. ~~Supervisors~~ will ensure compliance with this Notice unless work ~~requirements justify an exception.~~

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE
Deputy Director
(Administration)

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